



## **FREQUENTLY ASKED QUESTIONS**

### **2012 Request for Grant Applications for Conference Sponsorship**

#### **What is the Scope of Work for this RFGA?**

The Arizona Developmental Disabilities Planning Council (ADDPC) will make funds to sponsor conferences, seminars, workshops, symposiums or other planned events (referred to in the solicitation as Conference) of which the primary purpose is to support the dissemination of technical information to individual persons with developmental disabilities, their families, caregivers, professionals that work with this population, and other stakeholders.

Conferences shall support the Council's Goal of empowering persons with developmental disabilities and their families by providing information that promotes informed decision making when making choices and seeking the highest quality of life.

Conferences shall take place in the State of Arizona.

Conferences shall take place by June 30, 2013.

#### **How much is available in this solicitation?**

The total amount of funding available for this Scope of Work is \$100,000.

#### **How much can I apply for?**

Offerors shall only apply for a maximum amount of \$10,000.

#### **How many applications can be responded to by an organization?**

On request per Offeror shall only be submitted.

#### **When are the applications due?**

Applications are due on June 14, 2012, 3:00 PM (Phoenix Local Time) to the ADDPC Office. See RFGA for specific instructions on submission.

**Will my application be accepted if it arrives late or sent to a different location? What if I run into traffic delays or I get lost in locating the ADDPC Office?**

The ADDPC can not accept late applications. It is the responsibility of the Offeror to submit the required number of applications to the ADDPC office by the due date and time.

**How often do I need to check the ADDPC website for RFGA amendments?**

Offeror's are encouraged to check back on the ADDPC website often as amendments may be posted prior to the due date. Amendments are the official changes to an RFGA and must be downloaded, signed and returned with each offeror's application.

**When will I be notified if my application has been accepted or rejected?**

Offerors will be notified in writing by the award date. Expected Award Date is tentatively end of July 2012.

**Who do I contact if I have technical questions on this RFGA or the grant process?**

Offeror's shall only contact Marcella Crane at (602) 542-8976. Questions shall be sent via Email to [mcrane@azdes.gov](mailto:mcrane@azdes.gov)